

STATE OF ALASKA
DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
ALASKA STATE ARCHIVES/RECORDS &
INFORMATION MANAGEMENT SERVICE (ASA/RIMS)
P.O. BOX 110525
141 WILLOUGHBY AVENUE
JUNEAU, ALASKA 99811-0525
T: (907) 465-2317/2275
F: (907) 465-2465

RECORDS TRANSFER LIST

For RIMS Use Only	
RTL No.	No. of Boxes/Reels
Page 1 of	Date

1. Department		2. Dept. No.	3. Division		4. Agency Name/ID No.			
5. Location of Records (Street Address)				6. Mailing Address				
7. Records Officer		8. Contact Person		9. Contact Person Email		10. Contact Person Phone No.		
Note: Access to records is restricted to authorized personnel in the above named Division.								
	11. Retention Schedule No.	12. Item No.	13. Records Series Title (Use the same records series title as on the Records Retention Schedule)		14. Inclusive Dates	15. Disposition Date	16. Agency Box/Reel No.	17. Records Center Barcode No.
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No.	Section	Remarks	Example
1	Department	Enter your department's name	Administration
2	Dept. No.	Enter your departmental I.D. number	05 (Education & Early Development)
3	Division	Enter your division's name	Division of Treasury
4	Agency Name/ID No.	Enter your agency's name and ID number	State Assessor/460
5	Location of Records	Enter the physical address where the records are being held.	
6	Mailing Address	Enter the mailing address of your agency.	
7	Records Officer	Type the name of the departmental Records Officer. A written signature is not necessary.	
8	Contact Person	Enter the name and title of the person who is handling the records transfer.	
9	Contact Person Email	Enter the email address of the contact person.	
10	Contact Person Phone No.	Enter the phone number of the contact person.	
11	Retention Schedule No	Enter the applicable records retention and disposition schedule number.	03-679.1
12	Item No.	Enter the applicable item number from the referenced records retention schedule.	003
13	Record Series Title	This should match the series title in the referenced in section 16.	Land Sale Case Files
14	Inclusive Dates	Enter the inclusive dates covering all the records in that series due to be transferred.	07/1999 – 07/2006
15	Disposition Date	<p>Enter the date that records should be disposed. This is calculated by taking the end date from section 15 and adding the retention period stated within the retention schedule for that particular record series.</p> <p>The date must be either January 1st or July 1st (round the date up to the next of these).</p> <p>See the RTL Disposition Date Calculator online.</p>	If files date from 2000 – 2005 and have a retention period of C+10, the disposition date will be 1/1/2017.
16	Agency Box/Reel No.	Enter any box or reel number (if microfilm) that your Agency uses to identify the records being transferred.	
17	Records Center Barcode No.	Enter the barcode number that the appropriate records center has given you for that box (unless transferring microform to the RIMS).	